

Eligibility Project Director/Managing Consultant

DOM is seeking a senior-level person with a strong technical background and management experience. This person must be willing to be onsite at Medicaid's facilities in Jackson Mississippi 95% of the time. The term of the contract shall be one (1) year (July 1, 2016 – June 30, 2017) with four (4) optional renewals. The rate of pay shall be \$65 an hour (plus travel) not to exceed 1840 hours annually.

Responsibilities include:

- Managing DOM's eligibility modernization project implementation throughout the entirety of the SDLC process;
- Managing multiple vendors and contracts for the eligibility modernization project;
- Establishing a strong relationship with the Centers for Medicare and Medicaid Systems (CMS) for the purpose of achieving enhanced funding;
- Participating in CMS weekly calls and CMS gate reviews as necessary;
- Proactively managing stakeholder expectations;
- Developing and managing project resources to maximize quality while achieving an on time and on budget implementation delivery;
- Acting as liaison between the eligibility business area, the systems integrator and DOM's iTech staff to ensure that the project's goals and objectives are achieved;
- Managing deliverable review and approval process;
- Holding vendors accountable for adhering to system development and implementation best practices;
- Producing trend line analysis of defects and defect closure rates to validate proposed project schedule dates;

The successful applicant must have:

- Excellent oral and written communications skills;
- Critical thinking/problem solving skills;
- Strong self-motivation / self-management and time management skills;
- Ability and experience developing and delivering presentations for diverse audiences ranging from business users to executives;
- Ability and experience working successfully to manage a diverse range of people from all backgrounds, education levels and positions;
- Ability and experience leading and participating with a team to achieve specific goals;
- Experience and ability to successfully multi-task across multiple projects concurrently to keep them all moving forward at a steady pace;
- Experience with Software testing/quality assurance processes and methodologies;
- Experience/familiarity with project management principles;
- Strong business analysis and troubleshooting skills
- Ability to hold vendors accountable while maintaining relationship/partnership to achieve project goals
- Experience developing and maintaining advanced planning documents, operational planning documents to achieve enhanced funding
- Experience working with CMS to achieve funding approval;
- Experience working in state government (on behalf of the state);
- Ability to successfully maximize use of MS Office tools such as MS Word, MS Excel, MS PowerPoint, and MS Project;
- Working knowledge of Mississippi IT procurement rules and regulations;

The following skillsets/experience are considered valuable and may warrant additional consideration, (desired but not required):

- Ability to successfully work with other state agencies to achieve consensus where there may be cross-purpose goals to establish successful governance structure
- Project Management Certification
- Strong understanding of the healthcare marketplace
- Experience developing large scale, complex RFPs and facilitating the RFP/procurement process
- Understanding of Medicaid eligibility system architecture and DOM-specific business rules
- Ability to write Visual Basic macros as need to assist project team